Appendix G

Glossary of Terms

Active Window

The window that currently appears on your desktop. A window is active when it is on the top of the desktop display with its title bar highlighted.

Adobe Acrobat

Application used to create and view PDF documents. Adobe created the PDF format.

Anti- Virus

A software program that detects and removes all known viruses from the computer's hardware and software.

Applications

Software programs you use to perform specific tasks, such as a word processing program.

Associate

In CM/ECF this links a PDF document to a case.

Attachment

An additional supporting document filed electronically with a pleading. Proposed orders can be attachments to motions and applications.

Automatic E-mail Notification

A CM/ECF feature that permits any user to receive notification of the filing of a case or document via e-mail. Users can choose to receive separate notifications throughout the day or an end-of-day summary.

Batch Filings

A process that offers the association of a different PDF file for each case.

Bookmarks

A list of web addresses or universal resource locators (URLs) managed by a web browser that makes it easy for users to revisit web sites and web-based documents on a regular basis.

Browse

A Windows operation of navigating through directories via a mouse to select a specific file.

Browser (Netscape or Internet Explorer)

A browser is a software program which allows a user to access information available on the internet. The browser programs interpret Hypertext Markup Language (HTML) documents delivered from web servers. Netscape Navigator and Internet Explorer are the only two that are CM/ECF-certified.

Category

In CM/ECF, a category is a classification of similar document types. Category selections appear as hypertext links under the **Bankruptcy** and **Adversary** menu selections.

CBT

A CBT (computer-based training) is an online learning application accessed over a local area network (LAN) or from a computer disc (CD). When a CBT is accessed over the web, it is referred to as web-based training or a WBT.

Check Box

A control object a user can click to include choices from a list. Check boxes are designed so that you can choose one or more items from a list.

CM/ECF

Case Management/Electronic Case Filing is the Administrative Office's new case management application that replaces BANCAP.

Collapsed

A plus sign next to a folder indicates it is collapsed. When a folder is collapsed, its subfolders are not display.

Creditor Matrix

A creditor matrix contains each creditor's name and mailing address.

Default

A default is a common suggested value displayed by a program such as CM/ECF on a screen. Many fields have common values suggested. If correct, the user may accept them. If incorrect, the user can type over the suggested information.

Dialog Box

A window containing options you select to continue or complete a task.

Document Type

In CM/ECF, document type describes a specific filing or event, with similar characteristics, within a case which behaves uniquely from other document types.

Double-Click

The speed at which you must double-click the left mouse button to activate a feature.

Drop Down Box

A window listing selections of data in a text box. They are used throughout CM/ECF for making selections. When you see the selection you want to make, left click to highlight it. To make multiple selections, hold the **[Ctrl]** (control) key when making the second, third, et cetera, selections.

E-mail

Electronic mail (e-mail) allows you to send messages to other people via computer.

Expanded

A minus sign next to a folder indicates that its contents is expanded. When a folder is expanded, its subfolders display.

Frequently Asked Questions (FAQ)

A reference document that is commonly maintained on internet sites to answer commonly asked questions.

File

A collection of data stored on a disk under an identifying name.

Folder

A container in which you store files, sub folders, applications, resource icons and other information.

Font

A style and size of character.

Home Page

A home page is the first or main page of a website. All the other pages of a site are generally accessible through links from the home page.

Hyperlink

A hyperlink is a text or graphical page element that connects related documents so you can access the information. It permits the user to move from one area (or topic) to another in a web-based program. The link on the document is most often underlined, blue colored text.

Icons

Graphic symbols or pictures that activates programs, documents orhardware.

Index

An index is a list of categories and subcategories arranged from general to more specific at each level.

Internet

A global public network which provides computer access worldwide.

Intranet

A private network within a company.

ISP

Internet Service Provider (ISP) provides your computer with a connection to the internet via your telephone line. Some of the larger ISP's, such as online services like America Online and CompuServe, offer their own content in addition to a connection to the rest of the Internet.

LMR

An LMR (local software modification request) allows court staff to request changes in the CM/ECFprogram. Changes can enhance the program or correct functional program errors.

Menu Bar

The horizontal bar near the top of a window that displays the names of menus from which you can access features and perform tasks.

Menus

Contain commands to access features and perform tasks.

Multi-Case Filings

A method that uses the same PDF file for each processed case.

Notice of Bankruptcy Case Filing

A CM/ECF electronic document that is generated at case opening with all substantive information of the case. The entry date appears on the local court seal displayed on this formal notice. When the petition is submitted by an attorney, both the date and the time of filing appear. This certification can be used as an official notice of stay to prevent foreclosures and other creditor actions.

Notice of Electronic Filing

An electronic document produced by CM/ECF which certifies filing of all documents and claims with the United States Bankruptcy Court. All parties who subscribe to electronic notification will receive this document via e-mail.

PDF

A Portable Document Format (PDF) document is a type of imaged document. Each document is secured with a unique encrypted key. All documents in CM/ECF must be in PDF format.

Radio Button

A round selection button used to choose items from a list. Radio buttons are designed so that you can choose only one item.

Scroll Bars

Window components used to view the contents of a window when the contents do not fit in the display window.

Scroll Box

A window component, located in the scroll bar, that you can drag to move the display.

Task Buttons

Displayed in the taskbar and represent open applications and windows. You can click on a task button to activate the window it represents.

Task Switching

Switching between open windows to view the contents of multiple windows or to access data. You can use the task buttons in the taskbar to switch from one window to another. You can also click in a window to activate it or press <**Alt+Tab**>.

Task Window

A window that contains an icon representing each open window. You can display the task window by pressing <**Alt +Tab**>. You can press <**Tab**> to move between the icons. When you release <**Alt**>, the window represented by the enclosed icon becomes the active window.

Taskbar

The bar at the bottom of the desktop that contains the Start button and task buttons representing open applications.

Title Bar

A window component that displays the document and window name, the system menu icon, the minimize, maximize/restore and close buttons.

URL

URL is the abbreviation for Universal Resource Locator. A URL is the address for a particular web page—just like the address for a home or business.

For instance, the URL for the court is *http://www.canb.uscourts.gov.*